**GUIDELINES FOR OBSERVING AN ORGANIZATION**

Observing how an organization conducts a meeting is a great way to see leadership in action. This project gives you firsthand experience applying what you’re learning about everyday leadership.

To complete this project, you are to:

* Choose an organization and obtain permission to attend one of its meetings
* Observe the meeting and fill in the form “Outline for Observing an Organization” to turn in
* Give a 3-6 minute presentation to the class summarizing your observations.

When you observe the group you select, keep in mind the wide range of leadership skills you've already learned. Apply what you've learned from the sessions while filling in the "Outline for Observing an Organization." This will help you focus on what to look for and appreciate what you see going on in the meeting.

Follow these steps to help you prepare for and complete this project:

1. Identify an organization that interests you. Meetings held by city council, workplace staff, school faculty, school-improve teams, student clubs, athletic teams, youth groups, community organizations, or volunteer programs are all good options.

2. Plan ahead. some groups meet only once a month. If you wait too long to inquire about attending, you may miss attending the meeting before the project deadline. Contact a few organizations to explain your project, why you'd like to attend a meeting, and if that would be possible. since some groups hold closed meetings, your first choice may not work.

3. Get the information you need. You'll also want to find out when the organizations upcoming meetings are scheduled and the number of people expected to attend. Ideally, visit a group meeting that includes at least 7-10 people. More participants will make the meeting more interesting and allow you to get a better sense of how the leader and group work together.

4. Make an appointment. to attend the meeting you prefer, call back the organization to confirm you can and will be there. Write down the date, time and location. Get directions if necessary. Inform any other organizations that said it'd be okay to attend tone of their meetings of your plans so they aren't left wondering if you're coming or annoyed if you don't show up. You might say: Thank you so much for agreeing to let me attend your meeting, but I will be attending a different organizations meeting that fits better with my schedule. I appreciate your help.

5. Take notes. when you attend the meeting use the "outline for observing an organization" to write down your observations. pay attention to how group members work together, the leader's style, and the goal and outcome of the meeting. Be sure to note the group's strengths and challenges, and suggestions for how you thin member s may work together more effectively.

6. Report back to the group. Prepare a 3-6 minute summary of your observations to present to your class. Avoid reading through the entire form. Instead, organize your thoughts to provide some general overview of your experience. Begin with the name of the organizations and the specific meeting your observed.

7. Turn in your notes. After giving your presentation, be sure to turn in your completed outline.